MORS PERM
USER GUIDE

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MORS PERM GUIDE

1. Introduction

This document details the methods and procedures needed to operate the new recruitment platform called MORS.

2. Accessing MORS

MORS is accessible from any PC with Internet Explorer. The link to access MORS is:

https://fremantletrust-mors.career-portal.co.uk/portal.php

Once you have followed the link to MORS you will be asked to login using your username and password which is provided by the Recruitment Team (figure 1).

If you need to reset your password, you can do this by typing your username and selecting 'Reset your password'. If you have forgotten your username please contact the Recruitment Team at fremantle@cohesionrecruitment.com.

Figure 1

Once you have logged into MORS you will see the below welcome page:

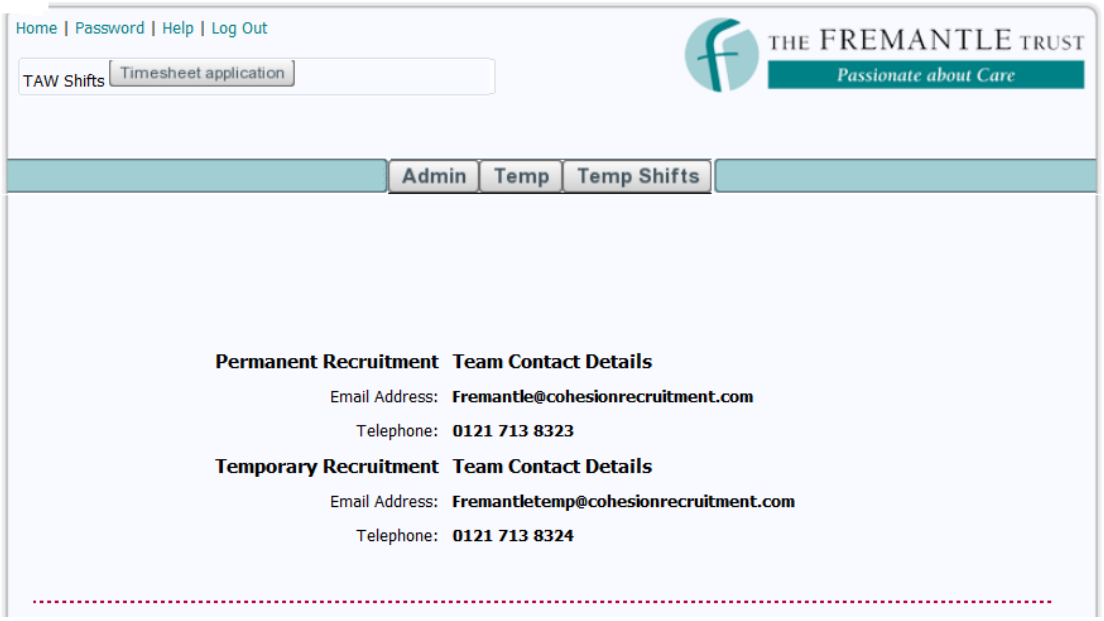

Figure 1

3. Raising a perm job

1. To raise your vacancy please click on the '**Admin'** button followed by '**Job'** and **'New Job'** as shown in figure 3.

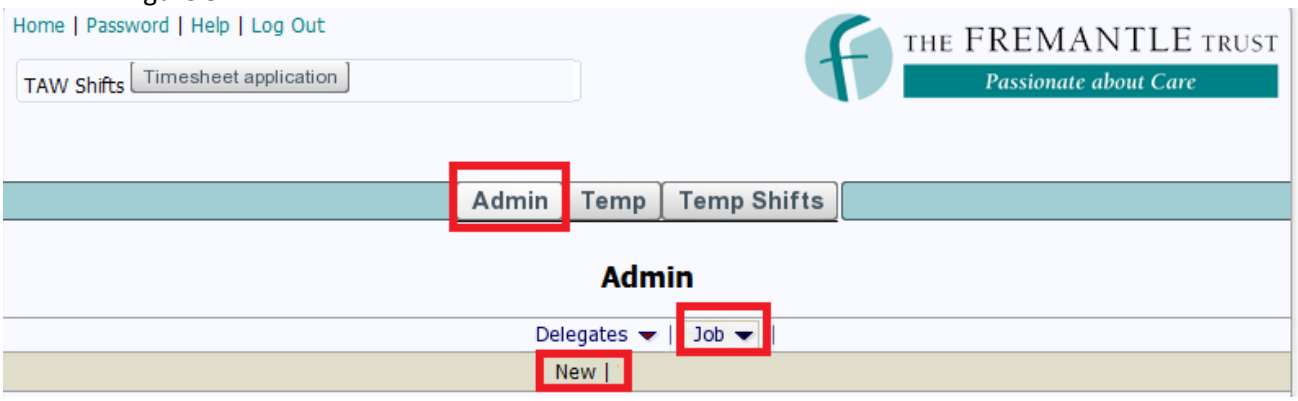

Figure 3

The user will be directed to the new advert request form where you will be required to populate the information relevant to the vacancy you are recruiting for from a series of drop down menus as shown in figure 4.

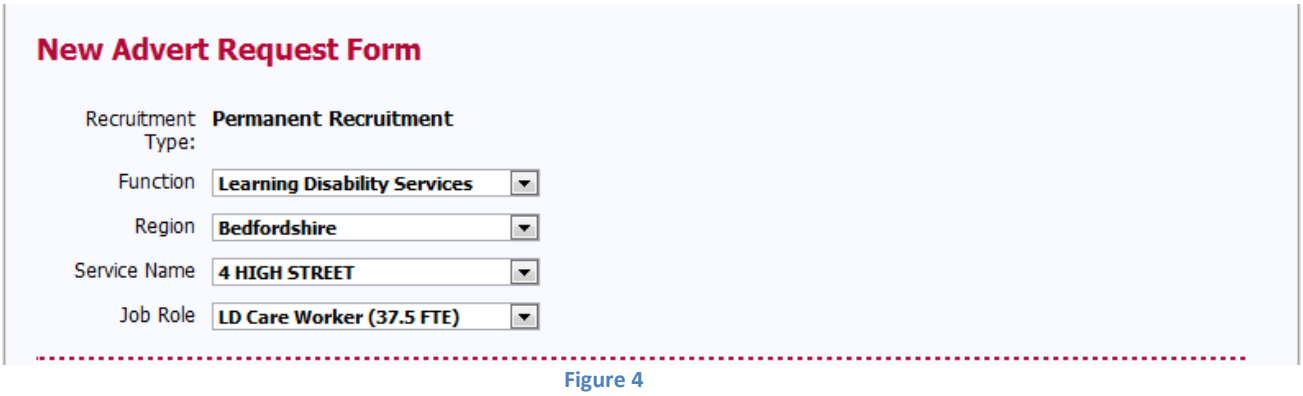

Figure 4

2. Once you have populated the relevant fields the user will be asked to if they have budget approval to recruit to this post. Please select 'yes' and click 'confirm' to proceed to the next page and to confirm you have approval to recruit.

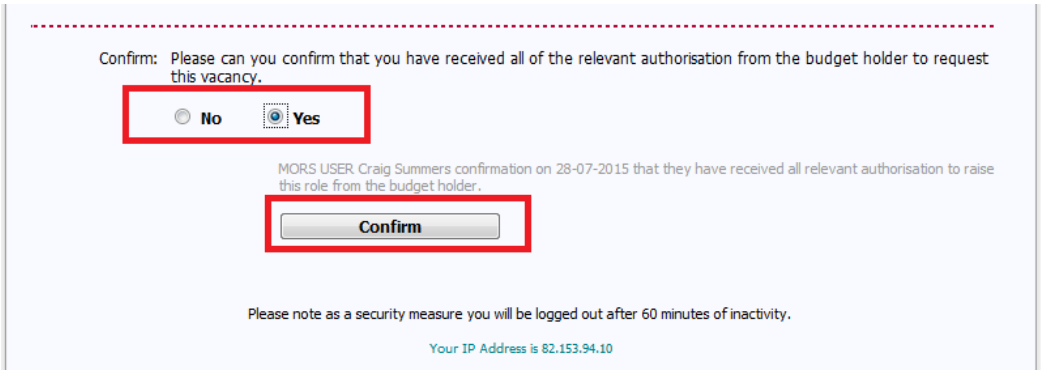

Figure 5

3. The user will then be required to provide further details relating to the vacancy you are recruiting for which includes information relating to the contract type, pay etc. Once all information has been entered please click **'Submit'** at the bottom of the form.

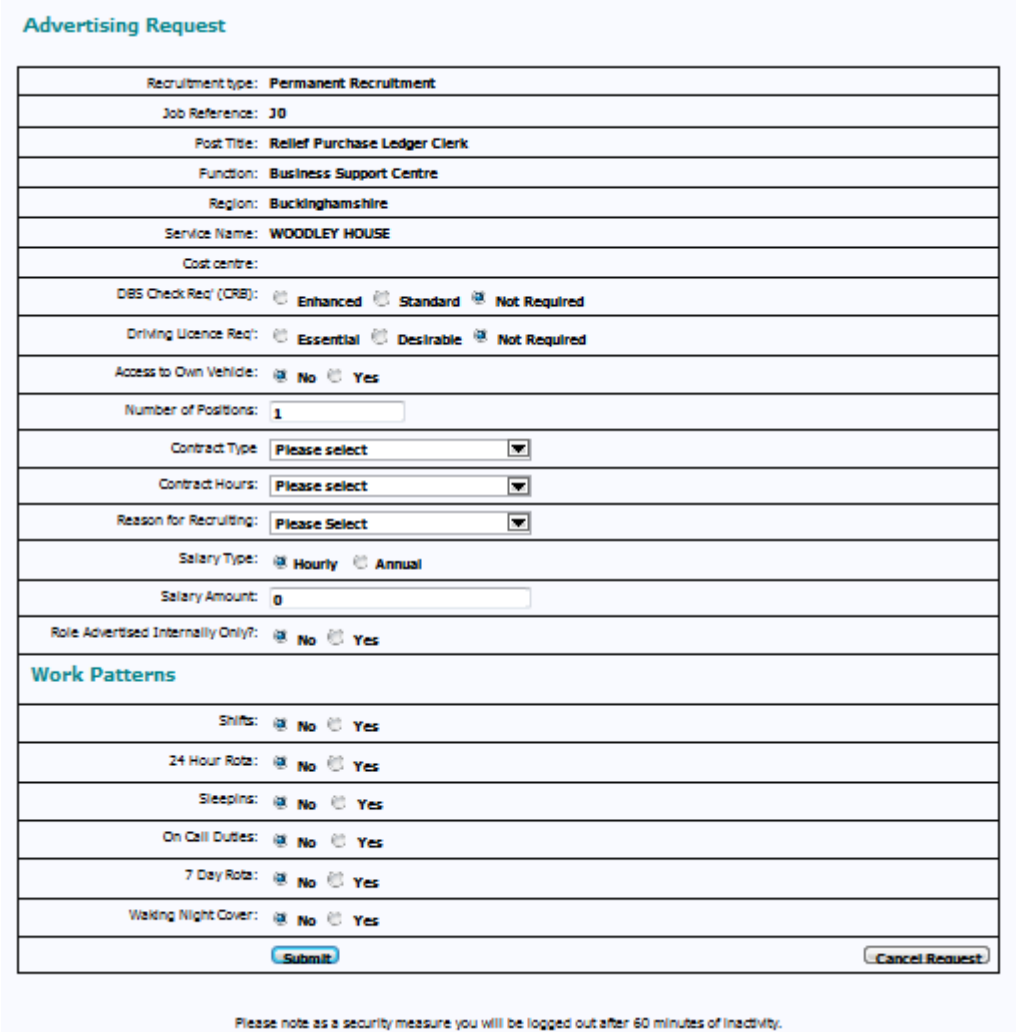

Figure 6

4. Once you click submit the role will then be sent through to the HR team who will review the details. Once it has been actioned by HR an email will be sent through to you to confirm whether the role has been approved or rejected along with any comments.

   The team at Cohesion will then be in touch with you to arrange a consultation call in order to discuss the role in more detail. Should you require any assistance using the system please do not hesitate to contact the team on 0121 713 8323.